

Emergency Management Competency 4.1

Competency 4.1 Emergency management personnel shall demonstrate a working level knowledge of the development, review, and/or approval of emergency management planning documents.

1. Supporting Knowledge and Skills

- a. Discuss the purpose and function of the emergency management plan implementation procedures.
- b. Explain the relationship between Department of Energy (DOE) Orders, emergency plans, and implementation procedures.
- c. Discuss the expected content of and processes used for the development, review and approval of the following documents:
 - Exercise packages and post-exercise documentation
 - Hazard assessments
 - Self assessments
 - Outside appraisals
 - Exercise corrective action plans
 - Consequence assessment model support documentation
 - Occurrence reports
- d. Discuss the requirements contained in DOE Order 5500.3, Planning and Preparedness for Operational Emergencies and the Emergency Management Guides regarding the development, review, and approval of emergency plans.
- e. Discuss the roles and responsibilities of emergency management personnel as related to the National Contingency Plan (NCP).

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2. Self-Study Activities (corresponding to the intent of the above competency)

Below are two web sites containing many of the references you may need.

Web Sites		
Organization	Site Location	Notes
Department of Energy	http://wastenot.inel.gov/cted/stdguido.html	DOE Standards, Guides, and Orders
U.S. House of Representatives	http://law.house.gov/cfr.htm	Searchable Code of Federal Regulations

Read DOE Order 5500.1B, *Emergency Management System*, Section 8.b, “Policy.”

EXERCISE 4.1-A Why are appropriate organizations, plans, and implementing procedures used?

Read DOE Order 5500.3A, *Planning and Preparedness for Operational Emergencies*, Section 9.e.

EXERCISE 4.1-B What are emergency management programs based upon?

Read DOE Order 5500.1B, *Emergency Management System*, Section 1. “Purpose;” Section 8.a.(2), “Policy;” and Section 8.b, Policy.”

Read the DOE Emergency Management Guide *Introduction to Emergency Management Guide*, Section 5, “Emergency Management Program Basis.”

EXERCISE 4.1-C What is the purpose of DOE Order 5500.1B, *Emergency Management System*?

EXERCISE 4.1-D Why is emergency planning used?

EXERCISE 4.1-E Why are procedures used in emergency management plans?

Read the DOE Emergency Management Guide *Drills and Exercises*, Section 4, pages 12 through 14, and Section 8, “Follow-up Activities to Drill/Exercise,” pages 20 and 21.

EXERCISE 4.1-F What do the extent and detail of a drill/exercise package depend upon?

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EXERCISE 4.1-G Who is responsible for overseeing the preparation of a report subsequent to each drill/exercise documenting the event and subsequent recommended corrective actions/improvement actions?

Read the DOE Emergency Management Guide *Hazards Assessment*, Appendix III, “Example Application of the Hazards Assessment Method to a Hypothetical DOE Facility,” pages 41 through 72.

EXERCISE 4.1-H Who is responsible for ensuring that the hazards assessment is regularly reviewed and maintained current?

Read the DOE Order 5500.3A, *Planning and Preparedness for Operational Emergencies*, Section 11.c(13)(c), “Drills and Exercises,” and Section 10.b.

EXERCISE 4.1-I Who is responsible for performing management self-assessments of the DOE Emergency Management System(s)?

EXERCISE 4.1-J Who is responsible for performing self-assessments of the DOE office and facility emergency management programs?

EXERCISE 4.1-K How often must internal assessments of the emergency management program be conducted?

Read the DOE Emergency Management Guide *Drills and Exercises*, Section 8.b(1), “Follow-up Activities to the Drill/Exercise.”

EXERCISE 4.1-L Who is responsible for developing the corrective action plan for a drill/exercise?

Read the DOE Emergency Management Guide *Consequence Assessment*, Section 6, “Projection of Potential Consequences,” pages 10 through 12.

EXERCISE 4.1-M Why should methods and models used in consequence projection be documented?

Read DOE Order 5500.3A, *Planning and Preparedness for Operational Emergencies*, Section 12, “Implementing and Scheduling Requirements.”

Read the DOE Emergency Management Guide, *Program Administration*, Section 3.a(2).

EXERCISE 4.1-N Who should coordinate the development of a site emergency plan and procedures?

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EXERCISE 4.1-O What are the time limits required by DOE Order 5500.3A for preparation and submission of a plan for implementation of the Order?

Read the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), Section 105.

EXERCISE 4.1-P Discuss the roles and responsibilities of emergency management personnel as related to the NCP.

3. Summary

Documentation of emergency management plans, drills, exercises, appraisals, assessments, etc., is a critical part of any emergency management program. It allows for the reconstruction of events by others outside the immediate site and allows for critique and evaluation, lessons-learned studies, improved training, and improved readiness for future events. An approved process for development, review, and approval of these documents allows for standardization across DOE.

4. Exercise Solutions

EXERCISE 4.1-A Why are appropriate organizations, plans, and implementing procedures used?

ANSWER 4.1-A To minimize the consequences of emergencies.

EXERCISE 4.1-B What are emergency management programs based upon?

ANSWER 4.1-B DOE emergency management programs are based on emergency plans, procedures to implement those plans, and other supporting documents.

EXERCISE 4.1-C What is the purpose of DOE Order 5500.1B, *Emergency Management System*?

ANSWER 4.1-C To establish overall policy and requirements.

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EXERCISE 4.1-D Why is emergency planning used?

ANSWER 4.1-D To minimize consequences from incidents involving DOE operations.

EXERCISE 4.1-E Why are procedures used in emergency management plans?

ANSWER 4.1-E Use appropriate implementing procedures to maintain consistency.

EXERCISE 4.1-F What do the extent and detail of a drill/exercise package depend upon?

ANSWER 4.1-F The extent and detail contained in the package are dependent upon the scope and complexity of the particular drill/exercise and vary greatly.

EXERCISE 4.1-G Who is responsible for overseeing the preparation of a report subsequent to each drill/exercise documenting the event and subsequent recommended corrective action/improvement actions?

ANSWER 4.1-G The Emergency Program Manager.

EXERCISE 4.1-H Who is responsible for ensuring that the hazards assessment is regularly reviewed and maintained current?

ANSWER 4.1-H The Operating Contractor Manager of Emergency Planning.

EXERCISE 4.1-I Who is responsible for performing management self-assessments of the DOE Emergency Management System(s)?

ANSWER 4.1-I The Program Senior Official (PSO).

EXERCISE 4.1-J Who is responsible for performing self-assessments of the DOE Office and facility emergency management programs?

ANSWER 4.1.J The heads of field elements.

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EXERCISE 4.1-K How often must internal assessments of the emergency management program be conducted?

ANSWER 4.1-K Annually.

EXERCISE 4.1-L Who is responsible for developing the corrective action plan for a drill/exercise?

ANSWER 4.1-L The Emergency Program Manager should develop an action plan to implement appropriate corrective actions and improvement items for approval.

EXERCISE 4.1-M Why should methods and models used in consequence projection be documented?

ANSWER 4.1-M They should be documented in such a manner that the analysis and the results can be critically reviewed, understood, and, if necessary, reconstructed by independent experts.

EXERCISE 4.1-N Who should coordinate the development of a site emergency plan and procedures?

ANSWER 4.1-N Based on the site hazards assessment, the Emergency Management Program Administrator should coordinate the development, maintenance, and updating of the site emergency plan and implementing procedures.

EXERCISE 4.1-O What are the time limits required by DOE Order 5500.3A for preparation and submission of a plan for implementation of the Order?

ANSWER 4.1-O Within six months of the date of issuance of this Order, PSOs must prepare and submit a plan, through the Director of Emergency Operations (DEO), for Under Secretary approval, that describes how the requirements of this Order shall be met, including schedules, costs, and quality assurance activities for the phased implementation of the provisions of this Order.

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EXERCISE 4.1-P Discuss the roles and responsibilities of emergency management personnel as related to the NCP.

ANSWER 4.1-P The National Contingency Plan (NCP) calls for the U.S. Coast Guard or the Environmental Protection Agency to provide an On Site Coordinator (OSC), assisted by a Federal Regional Response Team (RRT), to advise and support local responders.